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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 13 January 1959

25 YEAR RE-REVIEW

SUBJECT: Weekly Activity Report No. 2
7 January - 13 January 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. In each week of reporting, I have attempted to introduce a balance of three elements:

a. A brief statement of some non-routine accomplishment during the week, if any;

b. An indication of state of progress on developments under way, and

c. Enough mention of day-to-day activities during the reporting week, to keep DTR informed on Registrar Staff matters.

With both the TDY absence of DTR and the transfer of DR/TR imminent, this is a propitious week to deviate from the usual practice, and to record problems and plans of the foreseeable future in terms of what I want to do and what I'll probably get done in 1959.

Personnel. I'll lose the ability and spark of Ed [redacted] and gain the enthusiasm and maturity of [redacted] replacement is on board; no problem. [redacted] will probably be married in May, and move away. Marie [redacted] husband in Logistics may be transferred overseas, which would require some juggling of personnel - already anticipated. The vacancy in Standards Branch should be filled, but only by internal transfer of a competent OTR employee.

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External Training. We'll publish a regulation to replace [] The new Training Act takes effect by 3 April, except for contracts in force or employees in training before that date. Probably before the new regulation is published, we'll ask for requirements estimates throughout the Agency (of course, through Senior Training Officers) in terms of the new Act's training objectives. These objectives differ from the existing ones of [] With the budgetary restrictions anticipated, we may have a much higher incidence on withholding approvals, or recommending disapprovals of external requests.

Language Awards. This problem remains a fascinating challenge to all of us. We're confronted with implementing the regulation, yet not unjustly penalizing individuals for some of our early shortcomings within OTR which bear on anniversary dates in particular (i.e., no oral testing, off-phase testing, processing lags, etc.). We are now beginning to make determinations to cover retroactive periods for overseas service. The Handbook giving general ground rules has been released to the Agency, but we will have to make changes in some of the procedures if any of the recently recommended ways to save on awards authorizations are approved. The awards workload is not out of hand yet. I foresee keeping pace in the Registrar Staff with the 1959 workload.

Records and Publications. The Machine personnel will complete our cumulative record of internal OTR training (up through 1957) and furnish us a verified copy in the spring. When this is finally accomplished, 1958 data should take another month or so. I plan to take these sequential steps then:

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- a. Destroy the 25,000 manual records.
- b. Transfer the records cabinet from the Registration Section to the Information Branch for use in the expanded language records.
- c. Transfer the college catalogs to custody of [] in my outer office.
- d. Introduce a new system for applying for courses, wherein the Registration Section provides training information to instructors who need it.

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e. Revise and abbreviate the OTR Catalog to reflect the IBM numbering system, re-state objectives, and eliminate those changing items such as capacity, location, etc., which can appear in the Bulletin medium from time to time, as needed.

Having eliminated the OTR poster, and started publication of the Bulletin on a bi-monthly basis, there should be valid reasons for an increase in Special Bulletins.

Other Activities. If we carry out these specifically mentioned activities, while carrying on our day-to-day functions, and complying with normal Career Board and administrative requirements, we'll have a full program. However, there are several other activities toward which I want to direct some effort:

a. Provide better registration services for each principal course at headquarters by having an RS employee present at each opening session.

b. Modify the lengthy external training request form, so that a simplified version could be used in certain circumstances.

c. Monitor more non-OTR courses.

2. During the week 7 January - 13 January 1959, there were 1024 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

213 enrolled in 31 classes (10 languages) before hours
167 enrolled in 28 classes (11 languages) after hours
271 enrolled in 39 classes (15 languages) during hours
131 enrolled in 7 Operations School courses.
136 enrolled in 7 Intelligence School courses
28 enrolled in 2 SIC courses
57 enrolled in JOT Program
18 enrolled in 1 area course
3 Dependents

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